

CESAS-OP-SS  
Department of the Army  
Savannah District Corps of Engineers  
Post Office Box 889  
Savannah, Georgia 31402-0889

DISTRICT REGULATION  
No. 1130-1-4

31 July 1997

Technical Support Branch  
ENGINEERS DEPOT

1. Purpose. To establish policy, responsibility, and guidance for operating the Engineers Depot.
2. Applicability. This regulation applies to all employees in the Savannah District.
3. References.
  - a. ER 10-1-3
  - b. DR 10-1-1
  - c. DP 725-1-1
  - d. ER 700-1-1
4. Responsibilities and Procedures.
  - a. General.

(1) The Engineers Depot is operated as a base for floating plant, dive team, explorations unit, surveying teams, hydrology field operations, Information and Logistics Management functions, and other field operations. Various other Government agencies also lease facilities, from time to time. Assignment for space facilities, buildings, inside and outside storage and operating areas will be made in writing by Operations Division.

(2) All tenants of the Engineers Depot will enforce and abide by all established safety and security regulations, as well as other published rules and regulations necessary for proper operation of the Engineers Depot. The Maintenance Mechanic Supervisor is responsible for advising as to compliance with the rules and regulations. Written notice of advice given will be sent to the responsible tenant.

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(3) All tenants will pay a portion of the cost required for maintaining the Depot as a revolving fund facility. These rental rates will be set by the Plant Section. This rent is derived at calculating the square footage and value of each building. The rates and methods of calculation will be furnished to all parties upon request. Any rate changed will be furnished to all tenants before the effective date of such changes.

(4) No modifications or additions to any facilities at the Depot will be made unless coordinated with and approved in writing by Chief of Operations Division. Each tenant will be responsible for operational housekeeping, safety and security (during duty hours). Tenants will also be responsible for adherence to EPA, HTW, OSHA and other pertinent regulations.

(5) A master key system for all entry doors will be maintained so that entry may be gained in case of emergency. The master key will be kept in the possession of the Superintendent of the Depot during duty hours and in the possession of the security guard during non-duty hours.

b. Facility Management.

(1) Operations Division has primary responsibility for operating and managing the Engineers Depot. This responsibility includes assignment of areas, maintenance of all facilities, establishment of rental and use rates for occupation of various facilities and use of equipment at the Depot.

(2) Security will be provided during non-duty hours by a security guard contract administered by the Plant Section.

(3) Trash and scrap removal will be provided by contract administered by Plant Section. Trash and scrap may be deposited only in approved contract trash and scrap containers. No materials requiring special handling may be deposited in these containers.

(4) Janitorial service is provided by the Plant Section contract for restrooms, common spaces, offices in Building No. 1 and the LM office space. Tenants must provide their own housekeeping and be responsible for the cleanliness and orderliness of their assigned spaces and areas (both indoors and outdoors).

(5) Grass maintenance will be provided by Plant Section contract. Assigned outside areas must be maintained and therefore must be readily accessible to grounds contractor.

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(6) Pest control will be done by contract administered by the Plant Section.

(7) Privately Owned Vehicles (POV's) will not be permitted in the Engineers Depot except in the designated parking areas for POV's.

c. Supply Services and Warehousing. The following procedures are established regarding Supply Services and Warehousing at the Engineers Depot:

(1) Receipt of Items. Goods can be delivered to the Engineers Depot during business hours on Monday through Friday except for Federal holidays. A government receiving report will be completed in CEFMS.

(2) After Hours. The warehouses will be manned from 0700-1630 Monday through Friday, except holidays. Each organization must make special arrangements if after-hour deliveries are necessary.

(3) Fuel. Operations Division will be responsible for issuing fuels. Fuel will be available by signing the fuel receiving log and obtaining the fuel ticket and key from the Engineers Depot's Maintenance Mechanic Supervisor. Immediately after pumping fuel, the completed fuel ticket and key will be returned to the Maintenance Mechanic Supervisor.

(4) Labor Provisions. Logistics Management Office will provide labor services for the purpose of heavy lifting (except for use of cranes and fork trucks belonging to Operations Division), moving furniture and equipment, handling supplies, and other warehouse work. Any organization requiring these types of services will contact Logistics Management in sufficient time in order to schedule work with contract laborers.

d. Other Operations. All tenants occupying or using facilities at the Depot are responsible for their operations and for properly using the facilities and equipment assigned to them. They will comply with all safety and security regulations and other rules and regulations necessary for the proper and professional operation of the Engineers Depot. Keys will be furnished to each tenant for buildings. These keys must be distributed in accordance with good security practices.

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5. Access to Depot. The gate at the Depot will be open from 0700-1715 Monday through Friday, except federal holidays. After hours and on holidays and weekends, access to the Depot will be by picture identification card. Visitors and employees on off days will be required to sign in and out at the office when access is required.

6. Master Plan. The Plant Section will produce and maintain a master plan for the development, use and maintenance of the Engineers Depot. The plan will envision Depot activities for the next 5 years and will be updated yearly. The plan must reflect existing space and facilities assignments, planned improvements, modifications and major maintenance. The plan will be coordinated with the CESAS Plant Replacement and Improvement Program (PRIP).

7. Emergencies. In case of emergency, after hours, holidays, and weekends, the following team members may be called:

(1) Leonard Sego  
Home Phone (912) 823-3333

(2) Lyle Maciejewski  
Home Phone (912) 920-8636

(3) Philip R. Parsley  
Home Phone (912) 897-7646

GRANT M. SMITH  
COL, EN  
Commanding

DISTRIBUTION C

plus: CESAS-IM-PR (5)  
CESAS-IM-PL (1)  
CESAS-OP (25)  
CESAS-EN-GG (1)  
CESAS-EN-HA (1)  
CESAS-LM (1)